SOUTHEAST LOS ANGELES COUNTY
WORKFORCE INVESTMENT BOARD

Copies:
Boston
All
Chron 10.1
File 02-02-215-03-39
Action Date

September 13, 2002

Richard H. Brooks
Regional Inspector General for Audit
U.S. Department of Labor
Office of Inspector General
201 Varick Street
New York, New York 10014

Dear Mr. Brooks:

Re: Response to Draft Report ~ No. 02-02-215-03-390
H-1B Technical Skills Training Grant Number AH-11086-01-06

On behalf of the Workforce Investment Board of Southeast Los Angeles County (SELACO WIB), please find enclosed for your review and consideration, response to the Draft Audit Report.

From the draft report, SELACO WIB has provided narrative responses to three (3) identified recommendations, summarized as follows:

- Training Provided
- Outcome Achievement
- Reported Outlays

Additional support documents to detail the current project progress toward compliance have also been enclosed for your review.

Should you have any questions or require additional information, please do not hesitate to contact my staff Tam Dang or Justina Munoz at (562) 402-9336.

Sincerely,

for Justina Munoz

Ron Crossley
Executive Director

Enclosures

Cc: SELACO Contracts/Fiscal Unit
Dion Jackson, USC, Center for Economic Development
Richard Hollingsworth, Gateway Cities Partnership Inc.

Cerritos One-Stop Career Center Plus
10900 E. 183rd Street
Suite 350, Cerritos, CA 90703
Ph. (562) 402-9336
Fax (562) 860-4701

Norwalk One-Stop Career Center Plus
12440 E. Firestone Blvd., Suite 100
Norwalk, CA 90650
Ph. (562) 864-3960
Fax (562) 868-2938

Community Youth Corps
12440 E. Firestone Blvd., Suite 100W
Norwalk, CA 90650
Ph. (562) 406-2477
Fax (562) 406-2481

Norwalk/EDD One-Stop Career Center Plus
12715 S. Pioneer Blvd.
Norwalk, CA 90650
Ph. (562) 929-9112
Fax (562) 929-9114

Hawaiian Gardens One-Stop Career Center Plus
12113 Carson Ave.
Hawaiian Gardens, CA 90716
Ph. (562) 402-8046
Fax (562) 402-9497

(800) 481-6555
www.selaco.com

Billing Address: Southeast Los Angeles County Workforce Investment Board
10900 E. 183rd Street, Suite 350, Cerritos, CA 90703

FINDING 1

Training Provided: The grant proposed a training curriculum for delivery in four different modes: PC-Web Hybrib, Web-Based, PC-Based Application, and Conventional Classroom Instruction. However, only Conventional Classroom Instruction and been implemented. The other modes of training were in development.

Recommendations: We recommend the Assistant Secretary for Employment and Training ensure that SELACO:

- Completes the remaining 122 modules to be used for training.
- Implements the three remaining modes of training curriculum (PC-Web Hybrid, Web-Based, PC-Based Application).

Response: To date, 175 training modules have been completed, with an additional 24 modules to be completed by November 15, 2002, giving the completion total of 199. Additionally, we may have the opportunity to complete up to 17 more modules if work continues to progress smoothly at its current pace—giving an estimated new total of 216.

The three modes of training curriculum (PC-Web Hybrid, Web-Based, PC-Based Application)—were developed over the summer months in tandem with the completion of 175 training modules.

The PC-Web Hybrid training mode was fully developed and pilot tested this summer at Cerritos College. Demonstration will occur in the Fall, and this mode will be implemented at training sites starting October 2002.

The Web-Based training mode is successfully operating at California State University Long Beach (CSULB), with 21 modules fully operational. It will be implemented at other scheduled partner colleges this Fall 2002.

In order to ensure sustainability, a Website is in development at Cerritos College to serve as host to this training mode. Transition steps are already in progress to move assets from CSULB to the Cerritos College web site.

The PC-Based training mode was piloted at Cerritos College over the summer and will be implemented at partnering colleges during the Fall 2002 semester.

With reference to Section No. 5 of the timeline, our grant proposal identifies the timing of these activities described in the technical proposal, piloting of the training program was scheduled to take place in the 3rd & 4th quarters of the project (out of a total of 8 quarters). Our project commenced on January 1, 2001, therefore, we anticipated these additional forms of training to be between July – December 2001. This did not occur due to a lack of completed modules. We rescheduled the piloting of these training modes for quarter 6 & 7 of 2002, representing a more realistic start date.

The rational to reschedule the piloting was due to:

- Modules were not developed in curriculum order.
- Reassessment of the technical requirements to produce timely modules resulted in reassignment of personnel to complete such tasks.

DELIVERY OF MODULES

Ron Smith

9/9/02

WEB DELIVERY

Web distribution will be the most likely use of these teaching elements and is going very well. There are currently 60 module topics on the web at the http://gatecity.ampcenter.org and they are represented by 24 books (articles). There are 30 more module topics are in the final stages of quality checks and will be linked within a week.

CLASSROOM DELIVERY

As modules are completed they are put on our computers in our classrooms where they are used in a variety of classes. These modules are updated with quality checks as they occur. Instructors used these modules in their classes this summer. There will be considerably more use this (fall) semester. There are currently 154 modules complete.

CD DELIVERY

CDs are burned on a regular basis as a mode of transportation between computers. At the end of this project the entire web-based library will be burned into a single CD in both dhtml format and native Toolbook format.

HYBRID DELIVERY

Modules have been hybridized to take advantage of the speed of the PC and the convenience of the web. Web pages contain the dhtml text and a CD or hard drive contains the performance intensive media. To date a representative group of module/book topics are being piloted in this hybrid delivery mode. As piloting is completed this fall 2002 and the totaling inventory of completed module topics/books is finalized the full inventory will be populated with these hybrid.

FINDING 2

Outcome Achievement: As of December 31, 2001, 1106 participants were being training, working toward certification or associate degree. This exceeds the training enrollment goal of 500. However, training, completions, placement, and upgrades were not known, as SELACO did not track this data. Further training outcomes relate only to classroom training since the curriculum of modular technical training programs had not been implemented.

Recommendations: We recommend the Secretary for Employment and Training ensure that SELACO:

- Achieves, measures and properly reports training completions, placements, and upgrades.

Response: The CNC Machinist training program is a 2-year training program, whether done at certificate or AA degree level. The project team developed reporting measures and had scheduled it for the Fall of 2002. Given that not all participants would have completed their training by that time, the Project Coordinating Council had determined that Post Program Follow-up would occur at such time, and for all trainees regardless of the training completion status.

Based on experience, it is commonly known by the colleges that most students often receive raises, promotion and employment prior to completing their certificate or AA degree, thus allowing the project to capture all results by the end of the project.

In addition, the student population we are targeting have indicated that not all students continue their education and training on a consecutive type schedule due to reasons of personal and family responsibilities. With this in mind, the project aims that the most effective manner to report positive outcomes would be to reschedule the follow-up activity to the latter quarters of the project.

The surveys will be conducted during the Fall of 2002, with full data collection and results to be reflected in the year end report.

FINDING 3

Reported Outlays: SELACO claimed cumulative net outlays of $606,897, consisting solely of the Federal share, on the FSR for the period ending December 31, 2001.

...Third party in-kind contributions had not been reported as of December 31, 2001, even though, the grant established a matching requirement of 25 percent on Federal outlays. Grant costs may be questioned if the matching requirement is not met by the end of the grant.

Recommendations: We recommend the Assistant Secretary for Employment and Training ensure that SELACO:

- Obtain and report the required matching funds.

Response: Since the time of the audit, SELACO has received match contribution reports required for reporting. A revision to the June 30, 2002 quarterly report (FSR) to include the match contribution has been re-submitted. From this report, the total match amount reported meets the minimum matching requirements of 25 percent.

SELACO will continue to request for reporting purposes complete matching detail reports by all project partners through the term of this grant.